

AGENDA

BOARD OF MAYOR AND ALDERMEN

January 2, 2007

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Southern New Hampshire Planning Commission regarding an Emergency Management Plan for the City of Manchester.
4. A Proclamation seeking the City's endorsement of the efforts of the METROCENTER.

CONSENT AGENDA

5. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

- A. Minutes of meetings held on August 21, 2006 and September 5, 2006 (two meetings.)
(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)

Informational – to be Received and Filed

- B. Manchester Health Department monthly report summary, December, 2006.

REPORTS OF COMMITTEES

COMMITTEE ON BILLS ON SECOND READING

- C. Recommending that Ordinances:
“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”
ought to pass.
(Unanimous vote.)
- D. Recommending that Ordinances:
“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”
ought to pass and that the Public Works Director be instructed not to fill such position unless approval is received by the Human Resources Committee or the full Board of Mayor and Aldermen.
(Aldermen Duval, Lopez and Pinard voted yea; Aldermen Gatsas and Garrity voted nay.)
- E. Recommending that Ordinances:
“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”
ought to pass.
(Aldermen Duval, Lopez, Gatsas and Pinard voted yea; Alderman Garrity voted nay.)
- F. Recommending that Ordinances:
“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”
ought to pass as amended.
(Unanimous vote.)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

6. Nominations to be presented by Mayor Guinta, if available.
7. Confirmation of the nomination of Derek M. Dufresne to succeed Linda S. Seabury as a member of the Heritage Commission, term to expire January 1, 2010.
A motion is in order to confirm the nomination presented.
8. Confirmation of nominations to the Office of Youth Services Advisory Board as follows:
Peter Favreau to succeed himself, term to expire January 1, 2010;
Brother Paul Crawford to succeed himself, term to expire January 1, 2010;
Ashley Pratte to succeed herself, term to expire January 1, 2010; and
Wade Reck to succeed Rev. Christopher Emerson, term to expire January 1, 2010.
A motion is in order to confirm the nominations presented.
9. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
10. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

11. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
12. Ordinances: **(A motion is in order to read by titles only.)**

"Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester."

"Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester."

“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

These Ordinances having had their second reading by titles only, the question is on passing same to be enrolled.

13. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.
14. Mayor Guinta calls the meeting back to order.
15. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.

Ladies and Gentlemen, what is your pleasure?

16. Notice for reconsideration given by Alderman Gatsas on motion to approve extensions of septage agreements between the City of Manchester and the Towns of Litchfield and Plaistow.
(Motion having carried with Aldermen Roy, Long, Duval, Osborne, Pinard, O’Neil, Lopez, Shea, DeVries, Garrity, Smith, Thibault and Forest voting year, and Alderman Gatsas voting nay.)
(Note: Should Alderman Gatsas or any member having voted in the affirmative so desire, a motion may be in order to reconsider.)
(Note from City Solicitor and City Clerk: Motion should be reconsidered to clarify terms of agreements approved.)

Ladies and Gentlemen, what is your pleasure?

17. Request approval for a five-year extension of a septage agreement between the City of Manchester and the Town of Atkinson.

Ladies and Gentlemen, what is your pleasure?

18. Communication from Frank Thomas, Public Works Director, requesting authorization to accept State funds and execute any related documents for the Household Hazardous Waste Collection Project to be held on Saturday, May 12, 2007.

Ladies and Gentlemen, what is your pleasure?

19. Updates requested by Alderman Roy as follows:

- K-9 - specifically policy on drug dogs – requests from Police enclosed; and
- Status of vacancy savings.

20. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

These Ordinances having had their third and final reading by titles only, the question is on passing same to be ordained.

TABLED ITEMS

21. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

22. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

23. Communication from Randy Sherman, Interim Finance Officer, requesting that approximately \$50,000.00 be set aside in Contingency due to the severance payout to the former Finance Officer.
(Tabled 11/28/06 pending filling of permanent Finance Officer position and review of other fund sources by Mayor.)

24. NEW BUSINESS

- a) Communications
- b) Aldermen

- 25. A motion is in order to recess the regular meeting to allow a strategy session with the Chief Negotiator.**
26. Mayor Guinta calls the meeting back to order.
27. If there is no further business, a motion is in order to adjourn.



Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

SNHPC

REPORT

TO: Mayor Frank Guinta and the City of Manchester Board of Alderman
FROM: Linda Ajello, AICP, SNHPC Planner, (603) 669-4664, lajello@snhpc.org
DATE: January 2, 2007
RE: City of Manchester Emergency Operations Plan

RECOMMENDED ACTION

Motion to adopt the City of Manchester Emergency Operations Plan.

SUMMARY

In December 2005, the City of Manchester contracted with the Southern New Hampshire Planning Commission (SNHPC) in order to update its Emergency Management Plan. The SNHPC previously prepared the City's Natural Hazard Mitigation Plan in 2005. In order to complete the Emergency Management Plan, the SNHPC worked closely with a committee comprised of representatives from the City of Manchester Fire Department, Police Department, Health Department, Public Works Department, Building Department, Highway Department, Mayor's Office, City Clerks Office, Finance Office, Welfare Office, City Solicitors Office, Manchester Water Works, Information Systems Department, Manchester School Department, the Greater Manchester Chapter of the American Red Cross, Manchester Transit Authority, and the New Hampshire Bureau of Emergency Management.

In a collaborative effort, the Committee held monthly meetings from February 2006 to June 2006, with a final meeting held in October 2006. In addition to regular meetings, the committee worked with the SNHPC Staff through the use of e-mail and the telephone to complete the plan.

The EOP guides City response to the consequences of any disaster or emergency situation affecting the City's population or property. The EOP is applicable to natural disasters such as earthquakes, hurricanes, and tornadoes; manmade incidents such as civil disturbances; and technological situations such as hazardous materials incidents (including Terrorism), power failures, nuclear power plant incidents, and national security emergencies.

The primary purpose of the EOP is to initiate, coordinate, and sustain an effective local response to disasters and emergency situations. Additionally, it makes each department and organization aware of its responsibility in all-hazard emergency operations. This plan, upon being

implemented by the city government, will provide the basis for coordinating protective actions prior to, during, and after any type of disaster.

The document is broken down into sections which include the Basic Plan, Emergency Support Functions (ESFs), Hazard-specific Annexes and Administrative Appendices. The Basic Plan describes the purpose, scope, situation and assumptions, hazard analysis, concept of operations, plan management, and authorities of State Departments/or agencies in response to an emergency disaster. The Concept of Operations, which is the largest section of the Basic Plan, includes, but is not limited to:

- a. Phases of Emergency Management
- b. Organization and assignment of responsibilities
- c. Notification
- d. Activation and Deployment
- e. Recovery and Deactivation

The organization to implement the EOP under emergency or disaster conditions consists of the city departments having primary, co-primary and support roles. The overall response structure of the EOP places the Mayor at the top of the Emergency Operations Center Organization Chart, followed by the Emergency Management Director.

The 16 Emergency Support Functions (ESFs) delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guides (SOPs/SOGs) to implement functions. ESFs are established nationally by the Department of Homeland Security and are a standardized set.

The ESFs and their primary agencies are as follows:

1. Transportation – MTA Director
2. Communications and Alerting –Fire Department Chief
3. Public Works and Engineering –Public Works Director
4. Fire Fighting –Fire Department Chief
5. Information and Planning – Emergency Management Director (EMD)
6. Mass Care and Shelter – Greater Manchester American Red Cross
7. Resource Support – EMD
8. Health and Medical Services –Public Heath Director
9. Search and Rescue – Fire Department Chief
10. Hazardous Materials – Fire Department Chief
11. Food and Water –EMD/Manchester Water Works
12. Energy – EMD
13. Law Enforcement and Security –Police Department Chief
14. Public Information – Mayor/ EMD
15. Volunteers and Donations – EMD and American Red Cross
16. Animal Health – Police Department Chief

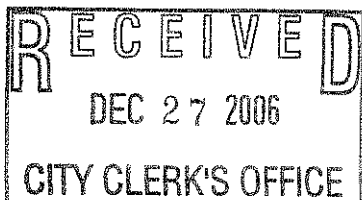
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The plans' Administrative Appendices include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment (HazMit Plan), which serve as points of reference and information for the users.

The Hazard-specific Annexes, which includes Hazardous Materials, Radiological Protection and Terrorism, describe special procedures applicable to a particular hazard. The Hazard-specific Annex incorporated into the Manchester Plan is the Terrorism Annex which was produced by the Fire Department.

The updated Emergency Management Plan will bring the City of Manchester into compliance with the National Incident Management System (NIMS). Any jurisdiction seeking Federal Homeland Security grant funding must be NIMS compliant by 2007. The City of Manchester has proactively updated its Emergency Management Plan and is one of the first municipalities to produce a NIMS compliant plan in the region.

Upon adoption by the Board of Alderman, the City of Manchester Emergency Operations Plan will be submitted to the State of New Hampshire Bureau of Emergency Management (NHBEM) for review. NHBEM will be looking at the document to verify that it is in the proper format and that it includes the Terrorism Annex. On an annual basis, the EMD will conduct the overall plan review and report to the Board of Aldermen with recommended revisions. As part of the annual review process, the EMD will request the necessary updates to various sections of the document from the primary, co-primary, and support agencies.



3

A PROCLAMATION

WHEREAS...The (Municipality) recognizes that quality of life for many residents includes participation in social, cultural, and educational opportunities outside of our political boundary; and

WHEREAS... Employment and educational opportunities for many of our residents depends on a system of local, state, and federal roads and access to rail and air transportation that often extends past our boundaries; and

WHEREAS...The quality of life aspect of our community is enhanced by the many art museums, libraries, historic and cultural institutions as well as the entertainment and recreation opportunities that appeal to many different segments of our community are offered in our and nearby communities; and

WHEREAS...Many of our residents enjoy employment opportunities that are offered in our and area communities; and

WHEREAS...We recognize the efforts of many organizations and people to attract quality businesses, organizations, and enthusiastic visitors to our region as a cooperative on-going effort; and

WHEREAS...Our emergency services provided to residents and visitors often depend on the mutual aid and support of our neighboring communities; and

WHEREAS...The METROCENTER, representing regional municipalities, businesses, higher-education institutions, chambers of commerce, private and public agencies, is furthering the goals of our municipality and those of the region through collaboration, and the promotion of the region's quality of life to current and prospective employers, residents and visitors;

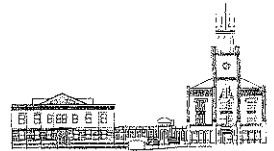
THEREFORE, We the (governing body) of (municipality) offer our encouragement and endorsement of the efforts of the METROCENTER and look forward to participating with other regional municipalities to provide a high quality regional environment in which to work, live, and play.

Signatures...



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk


Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: C. Johnson 
Deputy City Clerk

Date: December 26, 2006

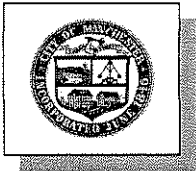
Re: Minutes for consideration

Enclosed are minutes of meetings presented for consideration on the next agenda of the Board as follows:

August 21, 2006, Public Hearing
September 5, 2006, Public Participation
September 5, 2006, Regular Meeting.

Enclosures





MANCHESTER HEALTH DEPARTMENT MONTHLY REPORT SUMMARY, DECEMBER, 2006

HIV/STD PROGRAMS

PROGRAM LISTING:

Arbovirus
Surveillance &
Control

Chronic Disease
Prevention

Communicable
Disease Control

Community
Epidemiology

Dental Health

Environmental
Planning and
Pollution Control

Food Protection

HIV PREVENTION

Immunizations

Institutional
Inspections

Lead Poisoning
Prevention

Public Health
Investigations

Public Health
Preparedness

Refugee Health

School Health

SEXUALLY TRANSMITTED DISEASE CONTROL

Tuberculosis
Control

Water Quality

Youth Health
Promotion

Summary of Programs: Risks for contracting HIV and other Sexually Transmitted Infections are inextricably linked.

HIV Counseling and Testing: The Manchester Health Department has provided HIV Testing and Prevention Services in the community since 1986. Currently, the HIV/STD Program offers both on-site and off-site options to individuals who desire HIV testing and are at risk for acquiring and/or transmitting the virus because of high-risk behavior. The MHD HIV Program component links individuals who test positive for the HIV virus with a community based, comprehensive system of referrals, which includes Medical Follow-up and Psycho-Social Support Services.

STD Clinical Services: Clinical Services for Sexually Transmitted Infections have been offered through the Manchester Health Department for over 50 years. The comprehensive model includes: testing for multiple STDs, (e.g., Chlamydia, Gonorrhea, Syphilis, Herpes, Hepatitis B and Hepatitis C), diagnosis and treatment of confirmed STD infections, vaccine administration, and follow-up services for those diagnosed with a reportable STD infection.

Funds from the NH DHHS HIV/STD Program and the City of Manchester support the testing, vaccine administration, and treatment components of the HIV/STD Programs.

The HIV/STD Program staff is almost entirely part-time and consists of a Public Health Specialist II, two Community Health Nurses (one bilingual), a full-time bilingual Disease Intervention Specialist, two Advanced Registered Nurse Practitioners, two HIV testing counselors, and a phlebotomist.

Summary of Activities: During Fiscal Year 2005, the HIV/STD Program:

- Provided HIV Testing services twice per month at : The Hillsborough County Department of Corrections, Serenity Place and The Farnum Center
- Provided STD clinical services to 986 individuals at on-site clinics
- Provided HIV Testing services to 640 individuals through both on-site and off-site testing activities
- Offered concurrent HIV/STD testing clinics twice per week (on-site appointment and walk-in options) throughout the year
- STD/HIV Program staff provided follow-up partner notification and referral services for 139 STD/HIV cases in the Manchester area.

Program Notes and Trends: During the upcoming year the Manchester Health Department HIV/STD Program will participate in two new exciting initiatives. Rapid HIV Testing, when an individual both tests and receives HIV test results during a one-time visit (rather than the old model requiring a return visit for results in 2 weeks) will be available at both on-site and off-site testing locations after the first of the new year. Gardasil is a new vaccine developed to protect against 4 types of the HPV virus. HPV is spread by sexual contact and is the most common sexually transmitted infection in the U.S. The HPV virus is identified in 90% of cervical cancers. At least 50% of sexually active people will become infected with HPV at some time in their lives. The vaccine is FDA approved for administration to females 9-26 years of age. The Manchester Health Department hopes to have access to the vaccine through the NH DHHS and then make it available for administration to targeted young women during MHD clinics.

2

A MESSAGE FROM THE PUBLIC HEALTH DIRECTOR
Timothy M. Soucy, REHS, MPH

November 30, 2006 saw the end of a legacy at the Manchester Health Department. Fred Rusczek, MPH, retired after thirty-three years of exemplary service to the people of Manchester, New Hampshire. Fred's contributions can only be defined as monumental. He motivated a department to assure that the mission of the Health Department "To improve the health of individuals, families, and the community through disease prevention, health promotion, and protection from environmental threats" was always being met. Fred Rusczek's retirement certainly left a "big set of shoes" to fill.

After an interview process involving several community members and the Mayor, I was nominated by Mayor Guinta and confirmed by the Board of Mayor and Aldermen on November 14, 2006 to succeed Fred Rusczek as the City's Public Health Director. Thus on December 1, 2006, a new era began at the Manchester Health Department.

I would like to take this opportunity to introduce myself to the community. I was born and raised in Manchester and graduated from Manchester High School West. I graduated from the University of Vermont with a Bachelor's Degree in Biology, and Boston University with a Masters Degree in Public Health. I have been with the Manchester Health Department since 1990 serving as an Environmental Health Specialist, Chief of Environmental Health, and Public Health Administrator.

As I look to the future, there is much to be done. Protection of kids from lead poisoning, completing all of our plans for a public health emergency, and assuring sustainable access to health care for Manchester's residents are just a few. Fortunately, I had the best mentor possible. Thanks to the groundwork laid by Fred Rusczek, our community is committed to moving forward on these and many more public health efforts. Together we can be a healthy community.

COMMUNITY ACTIVITIES

Manchester's Weed & Seed Strategy

Weed & Seed is a community-based strategy brought forth by the U.S. Department of Justice, Community Capacity Development Office (CCDO) to "weed out violent crime and drug abuse while seeding in community involvement and hope", aiming to improve the quality of life for residents in a target community. This multi-agency approach, which has been in place in the City of Manchester since 2001, is truly unique in that it provides an opportunity for law enforcement, local service providers, City Departments, and community residents to come together in both a routine and responsive manner. The Weed & Seed collaboration presented to the Mayor and Board of Aldermen on November 28, 2006 and highlighted the following successes: a reduction of crime in the target community, community revitalization in both visible landscape and resident empowerment, prevention and educational opportunities to address community issues and increased communication and collaboration around community policing concepts. These outcomes echo the Mayor's recommendation to expand the strategy to the West Side.

DISEASE NOTES

Influenza vaccination continues to be the primary method for preventing flu and its severe complications.

Although the shipment of the flu vaccine was delayed for some providers this year, the supply of vaccine is adequate. As in past years, the Community Health Division assessed the supply of flu vaccine within the community to assure providers, hospitals and long-term care facilities had access to the vaccine for their high-risk patients. Throughout October and November, a total of 530 doses of flu vaccine were provided to long-term care facilities and private practices. Flu clinics have now commenced at the MHD and will continue throughout the winter months, coupled with prevention messages such as the importance of handwashing and respiratory etiquette.

FOR MORE INFORMATION

Visit our website at <http://www.manchesternh.gov/CityGov/HLT/Home.html>, or call 624-646

R

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinances:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote.)

Respectfully submitted,



Clerk of Committee

U

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request of the Public Works Director to reallocate the Equipment Service Technician II position from a salary grade 13 to a salary grade 14 be approved and for such purpose recommending that Ordinance:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen

held Dec 5, 2006 on a motion of Ald. O'Neil

and seconded by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. H. Dumas
Clerk of Committee

L. H. Dumas

City Clerk

City of Manchester
New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Equipment Service Technician II, Class Code 5510 from Grade 13 to Grade 14 **non-exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Service Technician II
Class Code Number	5510

General Statement of Duties

Performs preventative maintenance on mechanical equipment and performs specialized repair assignments; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure equipment used in public works and related operations are in usable order and remains in service for the maximum amount of time. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II or other supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from class of Equipment Service Technician I by the performance of more complex repair duties, including welding responsibilities.


The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;

- Repairs and maintains snow plows and related equipment, including fabrication of some replacement parts;
- Examines vehicles and related equipment to determine service needs;
- Follows a preventative maintenance schedule to ensure vehicles and equipment have proper fluid levels;
- Changes engine oil and filters, air filters, fuel filters, transmission fluids and filters and related;
- Flushes gear boxes, transfers case fluids and differentials on various pieces of equipment;
- Monitors hydraulic systems and changes or adds fluids as required;
- Repairs two-way radios;
- Places and removes chains and salters on trucks for snow removal;
- Handles all petroleum, kerosene and other hazardous waste according to prescribed guidelines;
- Provides field service to equipment as needed;
- Operates equipment as necessary, including testing equipment after service as needed;
- Operates a power greaser, oil purifier, power lubber and related equipment;
- Maintains an inventory of parts and equipment;
- Maintains service records;
- Cleans vehicles and equipment as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)
--

- Thorough knowledge of the operation and maintenance of gasoline and diesel engines;
 - Thorough knowledge of the tools used in the upkeep of municipal vehicles;
 - Skill in the service of engines and related equipment;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- 

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in engine maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor engine servicing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City.

Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



10-3-06 Tabled

August 28, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reallocation, Equipment Service Technician II

Dear Alderman Gatsas and Members of the Committee:

On behalf of Frank Thomas, P.E., Public Works Director, I am requesting the reallocation of the Equipment Service Technician II, from a salary grade 13 to a salary grade 14.

The incumbent of the position requested that we look at the duties of the position to determine whether or not the position was properly graded. The first thing we noticed was that the position only needed four points to go to salary grade 14. In reviewing the minimum qualifications, the classification is not getting sufficient points to require experience and knowledge in welding. During the "desk audit", it was quite apparent that the nature of the work requires that an incumbent possess excellent welding skills in addition to being mechanically inclined. If you will look at the attached class specification under *Examples of Essential Work*, you will note that the first duty is to perform welding duties to heavy equipment including fabrication, repair and replacement of metal parts. The incumbent must know how to operate each piece of equipment, ie plows, loaders, graders, etc. etc. Once the equipment has been moved, then the incumbent must have solid skills and knowledge to fabricate and repair parts. This requires welding experience and knowledge.

In relative terms, regular truck drivers are not typically able to operate such diverse pieces of equipment, nor are they required to have the knowledge to repair the equipment. These positions are typically at salary grade 14. It seems apparent that to ensure that there is equity in pay, that the Equipment Service Technician II position be reallocated to a salary grade 14.

I am attaching a copy of the class specification for Equipment Service Technician II.

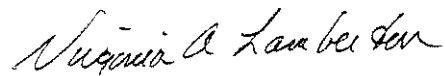
Alderman Ted Gatsas

- 2 -

August 28, 2006

Your favorable approval of this reallocation would be greatly appreciated. If you have any questions, I would be happy to answer them.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Frank Thomas, P.E. Director

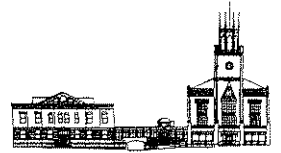




CITY OF MANCHESTER

Human Resources Department

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October 6, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Item 4 – HRIC Agenda Item #6, 10-03-06

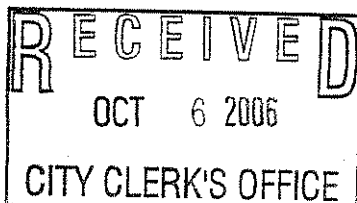
Dear Alderman Gatsas and Members of the Committee:

Item 6, Request to Reallocate the Equipment Service Technician II from salary grade 13 to salary grade 14, was tabled at your meeting on October 3, 2006. The reason it was tabled was because you wanted to know what the cost for the reallocation would be for the balance of this fiscal year.

The cost of this reallocation will be \$1,014.60 for the balance of FY 07.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to reclassify an Electrician II position at the Water Works Department to a Process Control Technician be approved and for such purpose recommends Ordinance:

“Amending Section 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

L. N. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

held Dec 5, 2006 on a motion of Ald. O'Neil

Recommended by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. N. Bernier

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823, Grade 19, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Process Control Technician, Class Code 3823, Grade 19, (see attach)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

9

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Process Control Technician
Class Code Number	3823

General Statement of Duties

Specifies, programs, installs, maintains, and repairs process and automation equipment, supervisory control and data acquisition systems, fiber optic and radio transmission LAN and WAN systems, high voltage power switching and transmission systems, and programmable logic controllers; performs directly related work as required.


Distinguishing Features of the Class

The principal function of an employee in this class is to maintain complex process and automation control systems used in water supply and treatment operations. The work is performed under limited supervision and direction of an assigned supervisor with considerable leeway granted for the exercise of independent judgment and initiative. Distinguishing features of this class include responsibility for specification of equipment, interfacing of systems, programming, troubleshooting and repair duties, and training of operators utilizing the process, communication, power systems with periodic exposure to voltages of 4160 VAC and greater.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public.


The principal duties of this class are performed both indoor industrial and office environments as well as outdoor work environment.

**Examples of Essential Work
(illustrative only)**

- Installs, programs, and maintains a wide variety of process control software programs, including but not limited to Allen-Bradley RSLogix 500, Allen-Bradley RSLinx, and Fanuc Intellution I-Fix MMI software to control systems throughout the water treatment plant and water supply system;
 - Installs, maintains, troubleshoots, and repairs hardware for a fully integrated SCADA (Supervisory Control And Data Acquisition), including all sensors, probes, and programmable logic controller based systems throughout the water treatment plant and water supply system;
 - Analyzes and evaluates water quality monitoring systems using engineering and hydraulic principles to ensure data accuracy;
 - Programs, operates, and routinely evaluates power quality and usage data utilizing a Siemens VISTA Power Monitoring System and LAN to ensure equipment performance and cost control;
 - Supervises and performs scheduled field calibration routines using precision test equipment;
 - Supervises and performs preventive maintenance of flow monitoring equipment;
 - Prepares maintenance reports and prioritizes repair work to be performed;
 - Performs preventive maintenance programs for instrumentation and electrical equipment;
 - Meets with architects, engineers and water supply staff to review process requirements and compliance issues;
 - Participates in the design of process control systems and supervises contractors to ensure plant requirements are met;
 - Inspects and verifies accuracy of installation and testing of new equipment to ensure proper and timely completion of process control system;
 - Installs, troubleshoots, repairs, and maintains a Fiber-Optic Ethernet LAN computer network;
 - Installs, troubleshoots, repairs, and maintains an FCC Licensed, UHF based radio telemetry WAN system to control remote water supply system pump stations and storage tanks;
 - Programs microprocessor based UHF radios utilizing telemetry software;
 - Tests radio transmitter power output, antenna performance and radio receiver sensitivity;
 - Maintains thorough and accurate records of installation and repair procedures, including a record of all radios for Federal Communications Commission, (FCC), records;
 - Reads and interprets electrical and control schematics, block diagrams and line drawings;
 - Maintains technical manuals, drawings, sketches, schematic diagrams and various records pertaining to safety issues, work activity and general operation of plant and pump stations;
 - Installs, troubleshoots, repairs, and maintains a wide variety of industrial electrical equipment, including High Voltage (4260-volt) switchgear and 480-volt Motor Control Center gear;
 - Installs, troubleshoots, repairs, and maintains Variable Frequency A/C Drive motor controllers;
 - Reviews and approves electrical plans for new construction and/or upgrades of existing facilities;
- 

- Provides training to Water Treatment Plant personnel that operate the various process control, SCADA, high voltage electrical equipment, and other systems, including standby power generating equipment;
- Performs supervisory duties of all Electrician position(s);
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of operating principles of process control equipment;
 - Thorough knowledge of electronic calibration principles and standards;
 - Thorough knowledge of the concepts and principles of programmable logic controllers;
 - Thorough knowledge of the concepts and principles of variable frequency drives;
 - Thorough knowledge of principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic and electrical devices;
 - Thorough knowledge of operating principles of high voltage power switching systems;
 - Thorough knowledge of safety procedures and precautions relating to installation, maintenance and repair of instrumentation, electronic and electrical equipment;
 - Thorough knowledge of the NFPA National Electrical Code;
 - Ability to use critical thinking skills to analyze, troubleshoot, and repair complex integrated process control systems;
 - Ability to read and interpret schematic drawings, diagrams, blueprints and other technical drawings of electronic and electrical equipment;
 - Ability to use various hand and power tools;
 - Ability to operate complex electronic and electrical testing equipment;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- 

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Process and Automation Control Systems or
- Five years experience involving Industrial Process Control Systems and
- Five years experience involving Industrial Electrical Power systems or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license;
- New Hampshire Master's Electrician License.
- Water Treatment Plant Grade II Operators License Preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely with electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus and execute confined space entry.

Approved by: _____ Date: _____

0



CITY OF MANCHESTER

Human Resources Department

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November 6, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tom Bowen, P.E., Director of Waterworks, I am requesting the establishment of a new class specification and the reclassification of an Electrician II position. The proposed class specification is to be called Process Control Technician, salary grade 19. The current classification of the affected position is Electrician II, salary grade 17. If approved on December 19, 2006, the cost of the reclassification for the balance of FY 07 would be \$1,174.77.

On October 4, 2006, Tom Bowen submitted his formal request to have the Electrician II position reviewed for the purpose of reclassification to a new title of Process Control Technician. A review of the materials that was submitted as well as a desk audit makes me conclude that the Electrician II position needs to be reclassified.

Since the completion of the waste water treatment plant, there have been significant changes in the duties that are required of an Electrician at the plant. Basically, a lot of new equipment was added to the plant, the incumbent has assumed a higher level of responsibility for programming and maintaining the new equipment. When the position was established as an Electrician II by Yarger Decker, the Department had one major controller and some communication equipment going to outstations. Since that time, over four million dollars in equipment has been added to the plant and the majority of the equipment is complex control equipment. The Department had approximately 20 variable and frequency drives. Now the Department has over 60 different units. There are five or six different brands of units. Because of the number of different brands, each one programs differently.

Due to the magnitude of the work involved in the initial system upgrade, vendors were originally hired to develop the new systems. The incumbent worked with the vendors to develop the water quality overview screens and assisted in the page development in the SCADA system. As a result of the incumbent's background, work with the vendors as well as additional training, the incumbent now has the knowledge and ability to do the work that the vendors had been doing. With time, the incumbent will be required to add new pages in the SCADA system and will be responsible for radio connections, PLS's, graphical interface with SCADA, etc. etc.


November 6, 2006

We compared the duties of this Electrician II position with the duties that are assigned to other Electrician II positions and clearly, this position has a higher level of responsibility and is more complex. Therefore, I am recommending that you authorize the establishment of a new class specification and the reclassification of the Electrician II position.

I am attaching a copy of the proposed class specification for your review and information.

Your favorable approval of both a new class specification and the reclassification of the Electrician II position would be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Tom Bowen, P.E., Director

To the Board of Mayor and Aldermen of the City of Manchester:

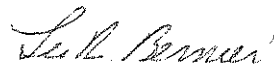
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

ought to pass and that the Public Works Director be instructed not to fill such position unless approval is received by the Human Resources Committee or the full Board of Mayor and Aldermen.

(Alderman Duval, Lopez and Pinard voted yea; Aldermen Gatsas and Garrity voted nay.)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to establish a new class specification for a Solid Waste Compliance Officer be approved and for such purpose recommending Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Gatsas, Shea, Pinard and Duval in favor. Alderman Garrity opposed.)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen

held Dec 5, 2006 on a motion of Ald. O'Neil

Adopted by Ald. Thibault the report
of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. N. Bernier

City Clerk

Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Solid Waste Compliance Officer

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Solid Waste Compliance Officer-, Grade 15, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5611, Solid Waste Compliance Officer. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

17

DRAFT



City of Manchester, New Hampshire Draft Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Solid Waste Compliance Officer
Class Code Number	5611-15

General Statement of Duties

Performs inspections and enforcement work relating to compliance with City Health and Sanitation Ordinances and City Health and City Highway Solid Waste Regulations; performs directly related work as required

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to existing City Ordinances relating to Health and Sanitation and to City Regulations. The work is performed under the supervision and direction of the Chief of Street Operations, Assistant Chief of Street Operations as well as the Refuse superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, representatives of the Manchester Health Department and Building Department, and the public. The principal duties of this class are performed in both an indoor and outdoor work environments requiring access to all areas of the city

Examples of Essential Work (illustrative only)

- Inspects, investigates and enforces City Health and Sanitation Ordinances and Regulations;

17

- Inspects, investigates and enforces City Highway Department Solid Waste Regulations;
- Interprets and applies applicable ordinances and regulations;
- Coordinates enforcement actions between the Health Department, Housing Code, Building Department and others;
- Patrols city streets and alley ways and monitors activity to identify violations of applicable ordinances and regulations and takes appropriate actions to deal with the situation, including, issuing written warnings, issuing citations or rectifying the situation through a dialogue with all parties involved as warranted;
- Receives complaints, researches ownership of property and records and performs inspections and conducts reexaminations to ensure any situation has been rectified
- Prepares documentation to assist the City's legal Department in the prosecution of violators
- Observes violations, takes pictures, issues notices, counsels code violators, prepares case files, pursues legal remedies, and oversees remedial actions for non-compliant properties;
- Maintains thorough and accurate records of inspections activities;
- Testifies on behalf of the City on legal proceedings
- Responds to request for information from the public and neighborhood organizations on codes issues;
- Reports possible violations outside of area of authority to the proper City Department or outside agency;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Participates at public meetings on solid waste compliance issues;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of local and State codes, ordinances and regulations relating to health , sanitation and solid waste;
- Thorough knowledge of the codes relating to acceptable materials, policies and procedures;
- Ability to read and interpret local and State ordinances and regulations;
- Knowledge and ability to recognize and properly address hazardous materials and/or public health related materials in solid waste;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or completion of GED; and
- Some experience in related Sanitation and Refuse operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.
- Level 2 Solid Waste Facility License

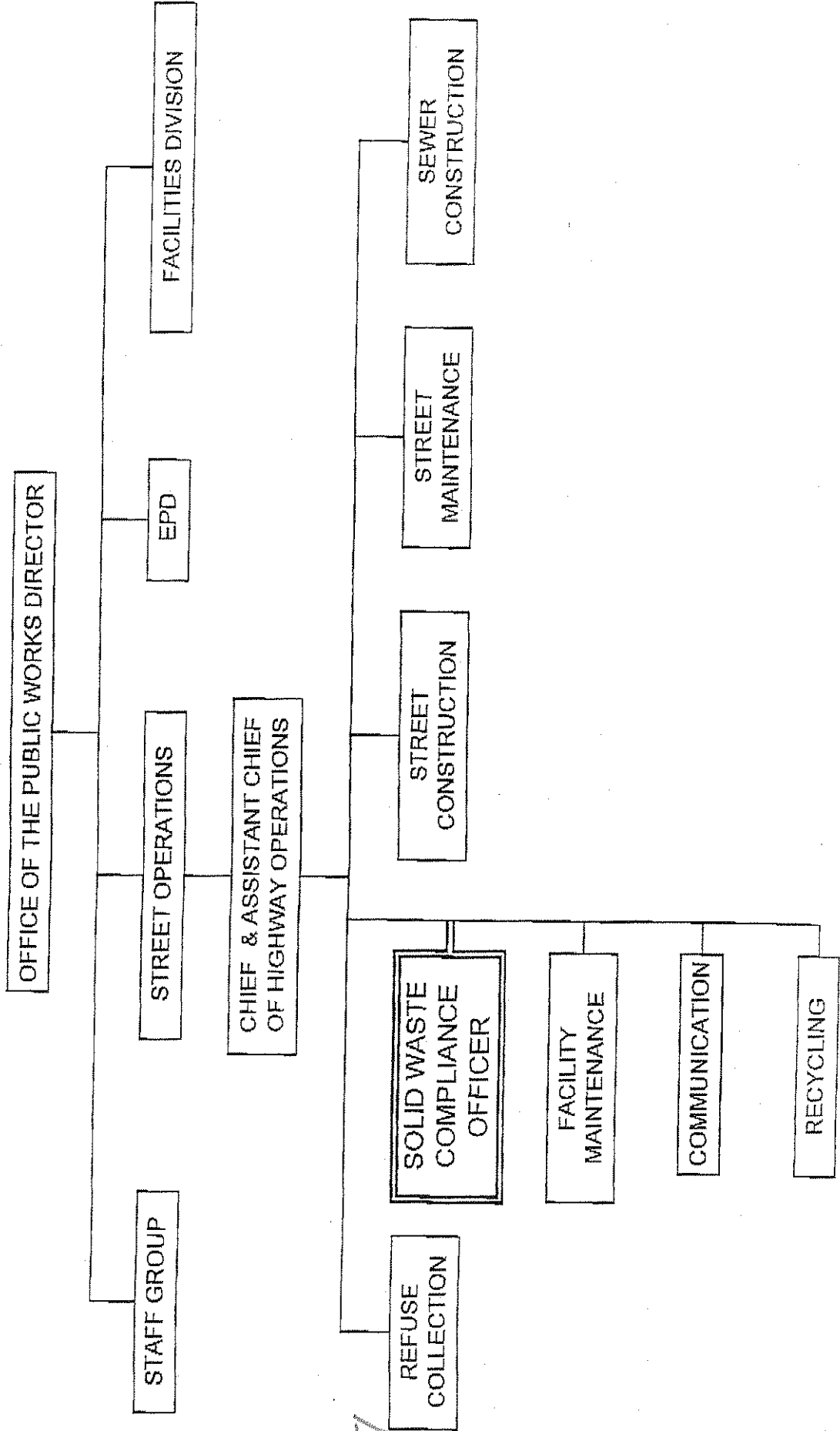
Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect residences for code requirements;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate testing instruments as necessary;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about residencies and other buildings as necessary to perform inspections.

Approved by: _____ Date: _____

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DEPARTMENT OF PUBLIC WORKS ORGANIZATIONAL CHART

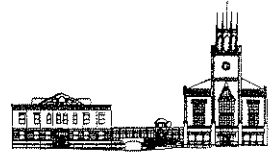




CITY OF MANCHESTER

Human Resources Department

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November 3, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: New Class Specification,
Solid Waste Compliance Officer

Dear Alderman Gatsas and Members of the Committee:

On October 17, 2006, the Board of Mayor and Aldermen voted to refer a report of the Committee on Public Safety and Traffic to establish a new class specification and position to be called Solid Waste Compliance Officer.

As a matter of information, in September 2005, a proposed class specification was sent to the Human Resource and Insurance Committee. If my memory serves me right, the proposal was tabled by the Committee pending funding for the new position. I am attaching a copy of the proposed class specification for a Solid Waste Compliance Officer. The proposed salary grade is 15 which equates to a salary range of \$32,312 to \$46,069.

Also attached is a proposed organizational chart which includes this new position.

Your favorable approval to establish the proposed class specification and the new position would be greatly appreciated.

If you have any questions, I would be happy to answer them.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Frank Thomas, P.E.,

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To the Board of Mayor and Aldermen of the City of Manchester:

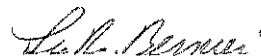
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinances:

“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Aldermen Duval, Lopez, Gatsas and Pinard voted yea; Alderman Garrity voted nay.)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance, respectfully recommends, after due and careful consideration, that the Board adopt the enclosed policy for a Flexible Benefit Vacation Buy Plan and further recommends that Ordinance:

“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

L. R. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

on Dec 5, 2006 on a motion of Ald. O'Neil

seconded by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. R. Bernier

City Clerk

E

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

"Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

33.079(H) (1) FLEXIBLE BENEFIT VACATION PLAN

(H) (1) Flexible Benefit Vacation Plan Elections: Employees may be authorized in writing by their department head, to purchase additional vacation credits over their normal accrued credits. The additional vacation credits may only be used with the approval of the department head and only after the exhaustion of normal vacation credits. The Human Resources Department shall establish policies and procedures which shall govern the way an employee can use the vacation credits, what happens if the employee does not use the credits and the way an employee will place the appropriate funds into a special account. The purchase of these additional vacation credits shall not alter the maximum accrual limits as set forth in Ordinance Section 33.079(H).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



POLICY FOR FLEXIBLE BENEFIT

VACATION BUY PLAN

Effective the pay period commencing January 1, of each year, regular full time employees may elect to purchase one or two additional weeks of vacation credits over and above their regular entitlement with pre-tax dollars. An eligible employee shall complete an enrollment form and submit it to his department head for approval and signature. Vacation credits may be purchased in one or two week increments.

The enrollment form shall include the following information:

1. The amount of vacation credits the employee is purchasing.
2. The amount of money the purchase is costing the employee.
3. The signature of the employee's department head.
4. The signature of the employee that he/she understands that he/she must have exhausted all of his/her accrued vacation time prior to using the purchased vacation credits.
5. The signature of the employee that he/she understands that he/she can not change his/her election during the plan year unless there is a qualifying change in family or employment Status.
6. The signature of the employee that he/she understand that any funds not claimed for the plan year must be forfeited and can not be refunded or carried forward to the next year.
7. The signature of the employee that he/she understands that his/her social security benefits may be reduced by this election due to the pre-tax treatment of these expenses.

Upon receipt of the enrollment form, Human Resources shall establish a payroll deduction for the employee for the enrollment year. The payroll deduction shall be on a pre-tax basis. Funds that are deducted from the employee's pay shall be placed in a secured account for future use during the calendar year.

Employees shall be able to use the full amount of the purchased vacation credits subject to department head approval and provided the employee has exhausted his/her accrued vacation time.



ENROLLMENT FORM

FLEXIBLE BENEFIT VACATION CREDIT PURCHASE

Name: _____ Date of Hire: _____

Work Phone #: _____ Home Phone #: _____

Department: _____

I want to purchase:

_____ One (1) Week Vacation Credits _____ Two (2) Weeks Vacation Credits

I authorize \$_____ to be deducted from my weekly paycheck. _____ initial

I understand and agree that I can not use my purchased vacation credits until such time as my regularly accrued vacation time is exhausted. _____ initial

I understand that any funds that are in my vacation credit account that I do not get to use by the end of the calendar year will be forfeited. _____ initial

I understand that my social security benefits may be reduced by electing to purchase vacation credits. _____ initial

I understand that if I terminate my employment and have received vacation credit pay but have not paid for it, the amount overpaid shall be deducted from my final pay check. _____ initial

Employee Signature Date

Dept Head Signature Date

Payroll Coordinator Date

Human Resources Date

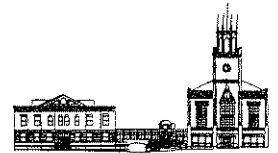




CITY OF MANCHESTER

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October 23, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Amendment to Flexible Spending Program
Proposed Amendment to Ordinance 33.079 (H)

Dear Alderman Gatsas and Members of the Committee:

Several years ago, the City began to offer the Flexible Spending Program. This program is a win win program for the employees as well as the City. The current program provides for employees to have pre-tax dollars taken from their paychecks to pay for non-reimbursable medical expenses as well as day care expenses for their dependents.

A fairly new provision for this program is to allow employees to purchase vacation credits. The purchasing of vacation credits is at the total expense of the employee. An employee would be required to ask his/her department head to agree to allowing said employee to purchase additional vacation credits up to two additional weeks per calendar year. The employee would not be able to utilize the vacation credits until such time as the regular vacation credits had been exhausted and the department agrees to utilizing the credits. If the employee does not use the purchased vacation credits, he/she loses the accrued monies that have been put in an account for the employee.

Many public and private employers are offering this benefit. Locally, Public Service Company of New Hampshire has offered this program for several years and it has been a great success. The risk is limited to the employee, not the employer. As is the case with the non-reimbursable medical expenses and the day care expenses, if the employee does not utilize the monies that are set aside, he/she loses those funds.

In order to ensure that this program does not impact on the vacation Ordinance, we will need to add a new section to Ordinance 33.079 (H). The proposed Ordinance clearly states the purchasing of the additional vacation credits will not alter the maximum accrual limits that are set forth in the Ordinance.

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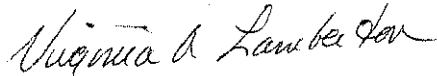
October 23, 2006

I am also attaching the proposed policy for purchasing vacation credits as well as a proposed enrollment form for your review and information.

Over the past few years, when we have recruited for new administrators, the amount of vacation time that is provided has been a problem in getting highly experienced individuals to apply for positions. The provision would help to allay that problem as we recruit for several important positions.

I would ask that you approve this change in the Flexible Spending Program. If you have any additional questions, I would be happy to answer them.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments



To the Board of Mayor and Aldermen of the City of Manchester:

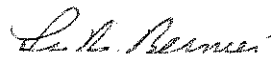
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the city of Manchester substituting language in Section B Step Increases.”

ought to pass as amended.

(Unanimous vote.)

Respectfully submitted,



Clerk of Committee



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved ordinance amendment:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

At a meeting of the Board of Mayor and Aldermen

Respectfully submitted,

held Dec 5, 2006 on a motion of Ald. O'Neil

L. R. Bernier

presented by Thibault the report

Clerk of Committee

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. R. Bernier

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Section 33.048 (B), Advancements within Pay Range, of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Section 33.48 (B), Advancements Within Pay Range, of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 (B) not struck through or bolded remains unchanged

§33.048 (B) ADVANCEMENTS WITHIN PAY RANGE

(B) ~~Promotion. Employees may be advanced to a higher rate within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.~~

(B) **Step Increases: Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by the department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. If the department head fails to complete the performance evaluation in a timely manner, the employee's step increase shall be processed on the eligibility date of the step increase.**

II. This Ordinance shall take effect upon its passage.

F



City of Manchester

Nominated 12/19/2006

Office of the Mayor
Hon. Frank C. Guinta

December 19, 2006

The Honorable Board of Mayor & Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Members of the Honorable Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nomination:

- (1) Derek M. Dufresne to succeed Linda S. Seabury (term limit) as a member of the Heritage Commission, term to expire January 1, 2010;
- (2) Peter Favreau to succeed himself as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2010;
- (3) Brother Paul Crawford to succeed himself as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2010;
- (4) Ashley Pratte to succeed herself as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2010;
- (5) Wade Reck to succeed Rev. Christopher Emerson as a member of the Office of Youth Services Advisory Board, term to expire January 1, 2010.

This nomination will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of this nominee is appreciated in advance.

Sincerely,

Frank C. Guinta
Mayor

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City of Manchester
New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Equipment Service Technician II, Class Code 5510 from Grade 13
to Grade 14 **non-exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.

12-20



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Service Technician II
Class Code Number	5510

General Statement of Duties

Performs preventative maintenance on mechanical equipment and performs specialized repair assignments; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure equipment used in public works and related operations are in usable order and remains in service for the maximum amount of time. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II or other supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from class of Equipment Service Technician I by the performance of more complex repair duties, including welding responsibilities.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;

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- Repairs and maintains snow plows and related equipment, including fabrication of some replacement parts;
- Examines vehicles and related equipment to determine service needs;
- Follows a preventative maintenance schedule to ensure vehicles and equipment have proper fluid levels;
- Changes engine oil and filters, air filters, fuel filters, transmission fluids and filters and related;
- Flushes gear boxes, transfers case fluids and differentials on various pieces of equipment;
- Monitors hydraulic systems and changes or adds fluids as required;
- Repairs two-way radios;
- Places and removes chains and salters on trucks for snow removal;
- Handles all petroleum, kerosene and other hazardous waste according to prescribed guidelines;
- Provides field service to equipment as needed;
- Operates equipment as necessary, including testing equipment after service as needed;
- Operates a power greaser, oil purifier, power lubber and related equipment;
- Maintains an inventory of parts and equipment;
- Maintains service records;
- Cleans vehicles and equipment as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of the operation and maintenance of gasoline and diesel engines;
- Thorough knowledge of the tools used in the upkeep of municipal vehicles;
- Skill in the service of engines and related equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in engine maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor engine servicing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City.

Approved by: _____ Date: _____

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City of Manchester
New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823, Grade 19, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Process Control Technician, Class Code 3823, Grade 19, (see attach)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Process Control Technician
Class Code Number	3823

General Statement of Duties

Specifies, programs, installs, maintains, and repairs process and automation equipment, supervisory control and data acquisition systems, fiber optic and radio transmission LAN and WAN systems, high voltage power switching and transmission systems, and programmable logic controllers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain complex process and automation control systems used in water supply and treatment operations. The work is performed under limited supervision and direction of an assigned supervisor with considerable leeway granted for the exercise of independent judgment and initiative. Distinguishing features of this class include responsibility for specification of equipment, interfacing of systems, programming, troubleshooting and repair duties, and training of operators utilizing the process, communication, power systems with periodic exposure to voltages of 4160 VAC and greater.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public.

The principal duties of this class are performed both indoor industrial and office environments as well as outdoor work environment.

12 + 20

**Examples of Essential Work
(illustrative only)**

- Installs, programs, and maintains a wide variety of process control software programs, including but not limited to Allen-Bradley RSLogix 500, Allen-Bradley RSLinx, and Fanuc Intellution I-Fix MMI software to control systems throughout the water treatment plant and water supply system;
- Installs, maintains, troubleshoots, and repairs hardware for a fully integrated SCADA (Supervisory Control And Data Acquisition), including all sensors, probes, and programmable logic controller based systems throughout the water treatment plant and water supply system;
- Analyzes and evaluates water quality monitoring systems using engineering and hydraulic principles to ensure data accuracy;
- Programs, operates, and routinely evaluates power quality and usage data utilizing a Siemens VISTA Power Monitoring System and LAN to ensure equipment performance and cost control;
- Supervises and performs scheduled field calibration routines using precision test equipment;
- Supervises and performs preventive maintenance of flow monitoring equipment;
- Prepares maintenance reports and prioritizes repair work to be performed;
- Performs preventive maintenance programs for instrumentation and electrical equipment;
- Meets with architects, engineers and water supply staff to review process requirements and compliance issues;
- Participates in the design of process control systems and supervises contractors to ensure plant requirements are met;
- Inspects and verifies accuracy of installation and testing of new equipment to ensure proper and timely completion of process control system;
- Installs, troubleshoots, repairs, and maintains a Fiber-Optic Ethernet LAN computer network;
- Installs, troubleshoots, repairs, and maintains an FCC Licensed, UHF based radio telemetry WAN system to control remote water supply system pump stations and storage tanks;
- Programs microprocessor based UHF radios utilizing telemetry software;
- Tests radio transmitter power output, antenna performance and radio receiver sensitivity;
- Maintains thorough and accurate records of installation and repair procedures, including a record of all radios for Federal Communications Commission, (FCC), records;
- Reads and interprets electrical and control schematics, block diagrams and line drawings;
- Maintains technical manuals, drawings, sketches, schematic diagrams and various records pertaining to safety issues, work activity and general operation of plant and pump stations;
- Installs, troubleshoots, repairs, and maintains a wide variety of industrial electrical equipment, including High Voltage (4260-volt) switchgear and 480-volt Motor Control Center gear;
- Installs, troubleshoots, repairs, and maintains Variable Frequency A/C Drive motor controllers;
- Reviews and approves electrical plans for new construction and/or upgrades of existing facilities;

12 + 20

- Provides training to Water Treatment Plant personnel that operate the various process control, SCADA, high voltage electrical equipment, and other systems, including standby power generating equipment;
- Performs supervisory duties of all Electrician position(s);
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of operating principles of process control equipment;
- Thorough knowledge of electronic calibration principles and standards;
- Thorough knowledge of the concepts and principles of programmable logic controllers;
- Thorough knowledge of the concepts and principles of variable frequency drives;
- Thorough knowledge of principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic and electrical devices;
- Thorough knowledge of operating principles of high voltage power switching systems;
- Thorough knowledge of safety procedures and precautions relating to installation, maintenance and repair of instrumentation, electronic and electrical equipment;
- Thorough knowledge of the NFPA National Electrical Code;
- Ability to use critical thinking skills to analyze, troubleshoot, and repair complex integrated process control systems;
- Ability to read and interpret schematic drawings, diagrams, blueprints and other technical drawings of electronic and electrical equipment;
- Ability to use various hand and power tools;
- Ability to operate complex electronic and electrical testing equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

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- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Process and Automation Control Systems or
- Five years experience involving Industrial Process Control Systems and
- Five years experience involving Industrial Electrical Power systems or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license;
- New Hampshire Master's Electrician License.
- Water Treatment Plant Grade II Operators License Preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely with electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus and execute confined space entry.

Approved by: _____ Date: _____

12-20

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Solid Waste Compliance Officer

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Solid Waste Compliance Officer-, Grade 15, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5611, Solid Waste Compliance Officer. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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City of Manchester, New Hampshire Draft Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Solid Waste Compliance Officer
Class Code Number	5611-15

General Statement of Duties

Performs inspections and enforcement work relating to compliance with City Health and Sanitation Ordinances and City Health and City Highway Solid Waste Regulations; performs directly related work as required

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to existing City Ordinances relating to Health and Sanitation and to City Regulations. The work is performed under the supervision and direction of the Chief of Street Operations, Assistant Chief of Street Operations as well as the Refuse superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, representatives of the Manchester Health Department and Building Department, and the public. The principal duties of this class are performed in both an indoor and outdoor work environments requiring access to all areas of the city

Examples of Essential Work (illustrative only)

- Inspects, investigates and enforces City Health and Sanitation Ordinances and Regulations;

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- Inspects, investigates and enforces City Highway Department Solid Waste Regulations;
- Interprets and applies applicable ordinances and regulations;
- Coordinates enforcement actions between the Health Department, Housing Code, Building Department and others;
- Patrols city streets and alley ways and monitors activity to identify violations of applicable ordinances and regulations and takes appropriate actions to deal with the situation, including, issuing written warnings, issuing citations or rectifying the situation through a dialogue with all parties involved as warranted;
- Receives complaints, researches ownership of property and records and performs inspections and conducts reexaminations to ensure any situation has been rectified
- Prepares documentation to assist the City's legal Department in the prosecution of violators
- Observes violations, takes pictures, issues notices, counsels code violators, prepares case files, pursues legal remedies, and oversees remedial actions for non-compliant properties;
- Maintains thorough and accurate records of inspections activities;
- Testifies on behalf of the City on legal proceedings
- Responds to request for information from the public and neighborhood organizations on codes issues;
- Reports possible violations outside of area of authority to the proper City Department or outside agency;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Participates at public meetings on solid waste compliance issues;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of local and State codes, ordinances and regulations relating to health , sanitation and solid waste;
- Thorough knowledge of the codes relating to acceptable materials, policies and procedures;
- Ability to read and interpret local and State ordinances and regulations;
- Knowledge and ability to recognize and properly address hazardous materials and/or public health related materials in solid waste;

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- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or completion of GED; and
- Some experience in related Sanitation and Refuse operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.
- Level 2 Solid Waste Facility License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect residences for code requirements;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate testing instruments as necessary;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about residences and other buildings as necessary to perform inspections.

Approved by: _____ Date: _____

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City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

"Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

33.079(H) (1) FLEXIBLE BENEFIT VACATION PLAN

(H) (1) Flexible Benefit Vacation Plan Elections: Employees may be authorized in writing by their department head, to purchase additional vacation credits over their normal accrued credits. The additional vacation credits may only be used with the approval of the department head and only after the exhaustion of normal vacation credits. The Human Resources Department shall establish policies and procedures which shall govern the way an employee can use the vacation credits, what happens if the employee does not use the credits and the way an employee will place the appropriate funds into a special account. The purchase of these additional vacation credits shall not alter the maximum accrual limits as set forth in Ordinance Section 33.079(H).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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POLICY FOR FLEXIBLE BENEFIT

VACATION BUY PLAN

Effective the pay period commencing January 1, of each year, regular full time employees may elect to purchase one or two additional weeks of vacation credits over and above their regular entitlement with pre-tax dollars. An eligible employee shall complete an enrollment form and submit it to his department head for approval and signature. Vacation credits may be purchased in one or two week increments.

The enrollment form shall include the following information:

1. The amount of vacation credits the employee
Is purchasing.
2. The amount of money the purchase is costing the employee.
3. The signature of the employee's department head.
4. The signature of the employee that he/she understands that
he/she must have exhausted all of his/her accrued vacation
time prior to using the purchased vacation credits.
5. The signature of the employee that he/she understands that
he/she can not change his/her election during the plan year
unless there is a qualifying change in family or employment
Status.
6. The signature of the employee that he/she understand that any
funds not claimed for the plan year must be forfeited and can
not be refunded or carried forward to the next year.
7. The signature of the employee that he/she understands that
his/her social security benefits may be reduced by this election
due to the pre-tax treatment of these expenses.

Upon receipt of the enrollment form, Human Resources shall establish a payroll deduction for the employee for the enrollment year. The payroll deduction shall be on a pre-tax basis. Funds that are deducted from the employee's pay shall be placed in a secured account for future use during the calendar year.

Employees shall be able to use the full amount of the purchased vacation credits subject to department head approval and provided the employee has exhausted his/her accrued vacation time.

ENROLLMENT FORM

FLEXIBLE BENEFIT VACATION CREDIT PURCHASE

Name: _____ Date of Hire: _____

Work Phone #: _____ Home Phone #: _____

Department: _____

I want to purchase:

_____ One (1) Week Vacation Credits _____ Two (2) Weeks Vacation Credits

I authorize \$_____ to be deducted from my weekly paycheck. _____ initial

I understand and agree that I can not use my purchased vacation credits until such time as my regularly accrued vacation time is exhausted. _____ initial

I understand that any funds that are in my vacation credit account that I do not get to use by the end of the calendar year will be forfeited. _____ initial

I understand that my social security benefits may be reduced by electing to purchase vacation credits. _____ initial

I understand that if I terminate my employment and have received vacation credit pay but have not paid for it, the amount overpaid shall be deducted from my final pay check. _____ initial

Employee Signature Date

Dept Head Signature Date

Payroll Coordinator Date

Human Resources Date

12+20

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

"Amending Section 33.048 (B), Advancements within Pay Range, of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend Section 33.48 (B), Advancements Within Pay Range, of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 (B) not struck through or bolded remains unchanged

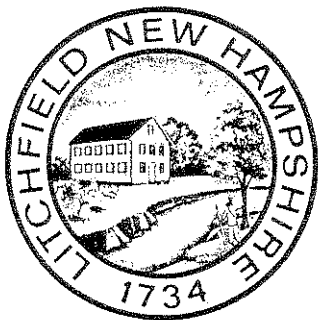
§33.048 (B) ADVANCEMENTS WITHIN PAY RANGE

(B) ~~Promotion. Employees may be advanced to a higher rate within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.~~

(B) **Step Increases: Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by the department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. If the department head fails to complete the performance evaluation in a timely manner, the employee's step increase shall be processed on the eligibility date of the step increase.**

II. This Ordinance shall take effect upon its passage.

12-20



TOWN OF
LITCHFIELD
Office of the Selectmen

Two Liberty Way, Suite 1, Litchfield, NH 03052-2345
TELEPHONE: (603) 424-4046
FAX: (603) 424-3014

RECEIVED

DEC 14 2006

MAYOR'S OFFICE

December 11, 2006

Honorable Mayor Frank C. Guinta
Board of Aldermen
City of Manchester
One City Hall Plaza/East Wing
Manchester, NH 03101

Dear Mayor Guinta and Members of the Board of Aldermen:

The Litchfield Board of Selectmen respectfully request an extension of the Septage Agreement between the City of Manchester and the Town of Litchfield.

The three-year agreement is scheduled to expire on December 31, 2006 and we would appreciate a five or three year extension of the agreement as it has proven to be beneficial to our communities.

Thank you for your consideration of our request.

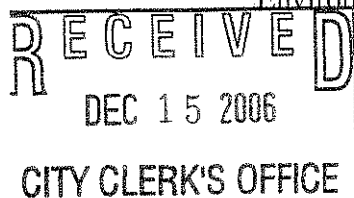
Sincerely,
Litchfield Board of Selectmen

Cecil A. Williams, Chairman

M. Patricia Jewett

John E. Pinciario

cc: Department of Highways
Environmental Protection Division



16



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 28, 2006
No. 06-167

Board of Mayor and Alderman
One City Hall Plaza
Manchester, NH 03101

**Subject: Wastewater Treatment Plant
Septage Issues**

Dear Mayor Guinta/Board of Alderman,

The City of Manchester currently receives septage from the nine (9) communities. The communities, and their percentage of the total septage volume received at the wastewater treatment plant for 2006, are presented below:

- Atkinson (1.4%)
- Auburn (9.0%)
- Bedford (26.3%)
- Candia (6.5%)
- Goffstown (13.8%)
- Litchfield (3.6%)
- Londonderry (19.6%)
- Manchester (19.7%)
- Plaistow (less than 1.0%)

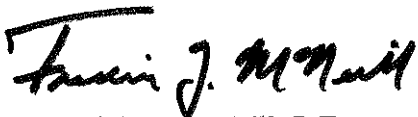
In the late 1990s Manchester averaged over 13 million gallons of septage received annually generating about \$900,000 in revenues. In 2006 this volume has dropped to about 6.5 million gallons and revenues of about \$520,000.

Three-year agreements with Atkinson, Litchfield, and Plaistow were executed in late 2003 to bring these communities into compliance with RSA 485-A: 5-b which requires that all NH Towns have access to an approved septage facility. As you can see from above, these three communities combined account for about 6% of the total septage volume received at the City's wastewater treatment plant. The agreements with these three towns will expire on December 31, 2006. Copies of these agreements are attached to this letter. The Department of Environmental Services has stepped up enforcement of this RSA over the past few years to as part of an overall state wide septage initiative. In accordance with RSA 485-A: 5-b, these agreements should be for a period of five (5)

years. Therefore, we recommend that the agreements with Atkinson, Litchfield, and Plaistow be renewed with each community for that time period.

I have served on the State's Septage Task Force since 2003 working with elected officials, regulators, and engineers to address New Hampshire's septage deficiencies. In this role I will work to insure that Manchester's septage interest are fully addressed. If you have any further questions, or require any additional information, please feel free to contact us at your convenience.

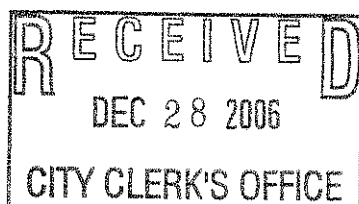
Sincerely,



Frederick J. McNeill, P.E.
Chief Sanitary Engineer
Environmental Protection Division

Attachments:

Cc: Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.



**CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH**

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Litchfield for the period January 1, 2004 to December 31, 2006.

I. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Litchfield.

II. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.
2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.
3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.
4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Litchfield for the duration of the operational difficulty.
5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.
6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

In witness thereof, the parties set their hands as of the day and year below written:

Town of Litchfield

By:

Frank A. Byron
Chairman, Board of Selectmen

Date:

01/19/04

City of Manchester

By:

Robert A. Baines
Robert A. Baines, Mayor

Date:

2.6.04

Town of Plaistow

Town Hall
145 Main Street
Plaistow, NH 03865



Town Manager

Jason Hoch
Phone: (603) 382-5200 Ext. 13
Fax: (603) 382-7183
jhoch@plaistow.com

15 December 2006

Manchester Board of Mayor and Alderman
1 City Hall Plaza
Manchester, NH 03101

Re: Septage Agreement Renewal

Dear Members of the Board of Mayor and Alderman,

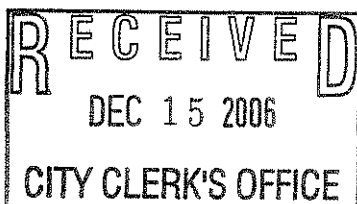
The Town of Plaistow would like to renew its agreement with the City of Manchester for septage disposal due to expire on December 31, 2006.

If this is possible, please forward a copy to me for the Board of Selectmen to sign.

Sincerely,

Jason Hoch
Town Manager

Cc: Lisa Hynes, Environmental Protection Division



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CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Plaistow for the period January 1, 2004 to December 31, 2006.

III. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Plaistow.

IV. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.
2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.
3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.
4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Plaistow for the duration of the operational difficulty.
5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.
6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

In witness thereof, the parties set their hands as of the day and year below written:

Town of Plaistow

By: Charles J. Baines
Meredith P. Dentice
John A. Shuman

Date: September 15, 2003

City of Manchester

By: Robert A. Baines
Robert A. Baines, Mayor

Date: 12.9.03



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 28, 2006
No. 06-167

Board of Mayor and Alderman
One City Hall Plaza
Manchester, NH 03101

**Subject: Wastewater Treatment Plant
Septage Issues**

Dear Mayor Guinta/Board of Alderman,

The City of Manchester currently receives septage from the nine (9) communities. The communities, and their percentage of the total septage volume received at the wastewater treatment plant for 2006, are presented below:

- Atkinson (1.4%)
- Auburn (9.0%)
- Bedford (26.3%)
- Candia (6.5%)
- Goffstown (13.8%)
- Litchfield (3.6%)
- Londonderry (19.6%)
- Manchester (19.7%)
- Plaistow (less than 1.0%)

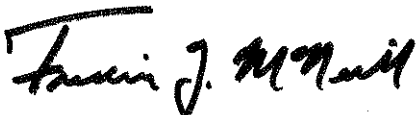
In the late 1990s Manchester averaged over 13 million gallons of septage received annually generating about \$900,000 in revenues. In 2006 this volume has dropped to about 6.5 million gallons and revues of about \$520,000.

Three-year agreements with Atkinson, Litchfield, and Plaistow were executed in late 2003 to bring these communities into compliance with RSA 485-A: 5-b which requires that all NH Towns have access to an approved septage facility. As you can see from above, these three communities combined account for about 6% of the total septage volume received at the City's wastewater treatment plant. The agreements with these three towns will expire on December 31, 2006. Copies of these agreements are attached to this letter. The Department of Environmental Services has stepped up enforcement of this RSA over the past few years to as part of an overall state wide septage initiative. In accordance with RSA 485-A: 5-b, these agreements should be for a period of five (5)

years. Therefore, we recommend that the agreements with Atkinson, Litchfield, and Plaistow be renewed with each community for that time period.

I have served on the State's Septage Task Force since 2003 working with elected officials, regulators, and engineers to address New Hampshire's septage deficiencies. In this role I will work to insure that Manchester's septage interest are fully addressed. If you have any further questions, or require any additional information, please feel free to contact us at your convenience.

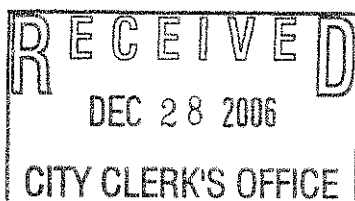
Sincerely,



Frederick J. McNeill, P.E.
Chief Sanitary Engineer
Environmental Protection Division

Attachments:

Cc: Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.



**CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH**

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Atkinson for the period January 1, 2004 to December 31, 2006.

I. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Atkinson.

II. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.
2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.
3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.
4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Atkinson for the duration of the operational difficulty.
5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.
6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

In witness thereof, the parties set their hands as of the day and year below written:

Town of Atkinson

By: Barbara Stewart

Date: 10/6/03

Barbara Stewart
Chairman, Board of Selectmen

City of Manchester

By: Robert A. Baines
Robert A. Baines, Mayor

Date: 12.9.03



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

December 14, 2006

Honorable Board of Mayor and Aldermen
CITY OF MANCHESTER
One City Hall Plaza
Manchester, New Hampshire 03101

Attn.: Mr. Leo R. Bernier, City Clerk

Re: *"Household Hazardous Waste Collection Project"*
Spring 2007

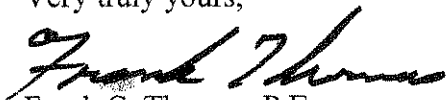
Dear Committee Members:

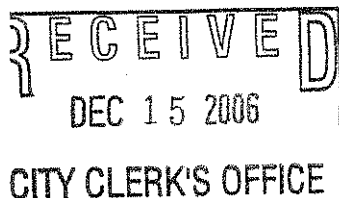
Please be informed that the Department of Highways is proposing to conduct another "Household Hazardous Waste Collection Project" this fall. We have selected **Saturday, May 12, 2007** as the date for collection. The collection site will be set up at the Drop-Off Facility on Dunbarton Road and household hazardous wastes will be accepted between the hours of 9:00 AM and 2:00 PM.

Also be informed that the City is eligible for up to \$14,980.84 in state hazardous waste clean-up fund monies from the State of New Hampshire, Department of Environmental Services, Waste Management Division for the above referenced program.

We hereby request your authorization to accept the aforementioned funds and to enter into a contract with the NH Department of Environmental Services, Waste Management Division for the same. We further request that the Public Works Director be authorized to execute any documents that may be necessary for this contract. An original, notarized "Certificate of Authority" will be necessary for the State.

Very truly yours,


Frank C. Thomas, P.E.
Public Works Director



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Johnson, Carol

From: Lussier, Marc
Sent: Wednesday, December 27, 2006 2:21 PM
To: Johnson, Carol
Cc: Jaskolka, John; Thomas, Sean; 'Jerome Duval'; 'markeroy@comcast.net'; Guinta, Frank; Tessier, Maureen
Subject: Police Canine
Importance: High

Carol,

Reference the letter I dropped off yesterday for the Alderman asking for assistance with the K-9 Unit.

In that letter I mentioned that "it should be noted that one of the handlers whose canine was retired obtained a new dog on his own and had him certified by the Boston Police Department as a drug dog. That dog is currently being utilized as a drug dog, but has not yet been trained as a police dog."

One Alderman has already asked (and I'm sure that more will inquire), so could you pass it along to them that the Officer is Officer Joe Ryan. In June Off. Ryan was at the K-9 trials (competition) held in Merrimack and learned that the Boston PD was going to be holding a Drug Dog School. Officer Ryan took it upon himself to purchase his own dog. Then after working the mid-night shift, he would drive to Boston 2-3 days a week (after work and on his own time), for 9 weeks, and had the dog certified as a drug dog. The MPD is now utilizing that dog, and hopes to send Officer Ryan and the canine ("Cooper" - a Belgian Malinois) to the next Canine Academy so he can also become a police dog.

FYI - The Canine Academy is 11 weeks because it involves, obedience, apprehension, article search, suspect/box searches, and tracking.

Also, the Mayor may be acknowledging Officer Ryan for his efforts - hence the cc to S Thomas and Mayor.

And finally, I have already spoken with Officer Ryan and hope to bring him with me to the January 2 meeting of the BMA in the hopes that my letter might be discussed, and thought it might be good to have a K9 Officer with me, so if that is the proper forum for Joe's acknowledgment, he'll be there.

Thanks,

Marc

Deputy Chief Marc P. Lussier
Patrol Division
Manchester Police Department
351 Chestnut Street
Manchester, NH 03101-2201
603.668.8711, Ext 303
FAX 603.628.6291

12/27/2006

19



John A. Jaskolka
Chief

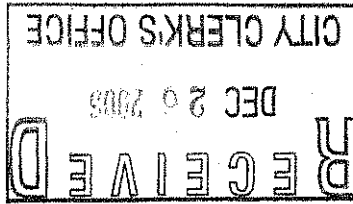
City of Manchester Police Department

Ralph Miller Public Safety Center
351 Chestnut Street
Manchester, New Hampshire 03101-2294
(603) 668-8711 Business Phone
(603) 668-8941 Main Fax
(603) 628-6137 Administrative Offices Fax

Commission
Calvin T. Cramer
John J. Tenn
Nory Marquez
Thomas D. Noonan
Thomas J. Hammond
Deputy Chiefs
Glenn S. Leidemer
Gary T. Simmons
Marc P. Lussier
Executive Secretary
Kim Demers

December 26, 2006

To : Board of Mayor and Alderman
From : Deputy Chief Marc P. Lussier



Re : Police Canine Unit

Dear Aldermen,

Since assuming my position as Deputy Chief of Patrol, I have had the opportunity to speak with several Aldermen who indicated that if the Police Department needed anything, I shouldn't hesitate to ask. In addition, I recall that in August of 2006, the BMA authorized the Chief to spend in excess of his overtime budget to get officers on the street. With this as my catalyst, I make the following request to obtain two new police dogs and to send three officers to an eleven week Canine Academy.

The Canine Unit is an integral component of the Patrol Division. Canines are often used to locate and apprehend concealed or fleeing criminals, evidence, and lost persons. Manchester's canines have saved civilian lives and prevented many injuries to officers- and may have saved officers' lives, as well.

The Police Department's Canine Unit is comprised of nine police dogs and was up to its full complement until May of 2005. Four canines were retired due to old age and health issues in 5/05, 8/06, 11/06 and 12/06. Another canine was retired when his officer resigned his position as a canine handler due to injury. Our Canine Unit is down to four. However, it should be noted that one of the handlers whose canine was retired obtained a new dog on his own and had him certified by the Boston Police Department as a drug dog. That dog is currently being utilized as a drug dog, but has not yet been trained as a police dog. The bottom line: we currently have four police dogs and one drug dog.

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

Internet: www.manchesterpd.com



Page 2

December 26, 2006

Re : Police Canine Unit

We need more police dogs! The New Hampshire State Police will hold a Canine Academy in March of 2007 and they are willing to hold spaces for the Manchester Police Department. This is an ideal time because the canines would be ready for duty in May of 2007, just as warm weather brings increased calls for service.

I would like to send three officers to the Canine Academy and obtain two police dogs (please recall that one of the officers already has a dog). This will not fully restore the Canine Unit to full complement; however, I believe sending three officers rather than five will lessen the impact on staffing. We will be able to fill some shifts these officers would have worked with on-duty personnel, but we will certainly need to cover some shifts by hiring officers to work overtime. (Fortunately, the spring Canine Academy coincides with the time of year where we have fewer requests for vacations, so we'd be able to use on-duty personnel to cover shifts more often.)

The potential cost of this plan cannot be specific because we do not know how much the canines would cost or how often we would need to hire overtime. In the worst case scenario, the maximum amount of funding needed is \$56,800. Since the current MPD budget can not absorb this expenditure, I request that the Board of Mayor and Aldermen allocate these funds.

To fill one shift on an overtime basis costs approximately \$300 (this varies depending on the base pay of the officer taking the overtime). Over an eleven-week period an officer works approximately 52 days. If we were unable to fill all vacancies with on duty-personnel, it would cost approximately \$15,600 to account for one officer's absence or \$46,800 for all three. This represents the worst case scenario, since we will be able to cover some shifts with on-duty personnel. With vacations, injuries, days off, etc, it is almost impossible to project what our actual needs would be.

Historically, canines have been donated, sponsored, or purchased. Police dogs average in the range of \$3,000 - \$5,000 each, and I have been told that since 9/11 the average price is closer to \$5,000. My staff will make every effort to have dogs donated or sponsored, but since time is of the essence (if we hope to have our three officers attend the March academy), we may have to purchase one or both dogs. We anticipate this could cost up to \$10,000.

I thank you for your time and attention to this request and I look forward to discussing this with you further. If you have any questions or concerns, please feel free to contact me.

Respectfully,



Marc P. Lussier
Deputy Chief of Patrol



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Honorable Board of Mayor and Aldermen

From: Frank C. Thomas
Public Works Director *ofc*

Date: December 1, 2006

No: #06-091

Subject: *Salary Savings – Highway Division Budget*

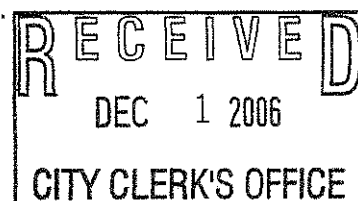
Even though the Highway Division Operating Budget was not subject to a hiring freeze, we did maintain a high vacancy rate while taking advantage of temporary summer help during the construction season.

During the budget process, I agreed to cut my required full complement salary line item by 3.02% or \$244,778, which resulted in a lower bottom line approved budget for the Highway Division. As of week 20, November 18, 2006, we have reduced salary spending by \$205,980. As a result, we need to save an additional \$38,798 over the remainder of the year to achieve our goal, which represents a continued vacancy rate of approximately 2 employees. Therefore, I am confident that we will be able to achieve our salary reduction.

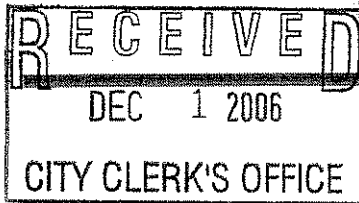
However, even though I am confident that we can achieve our salary budget reduction, we are still faced with the challenge to cover unfunded Worker Compensation Settlements, which presently total \$22,812 and severance payments by the first of the year totaling \$57,000. We will make every attempt to cover these unfunded expenses by continuing to manage our salary line and our other operating budget line items.

I will be available to answer any questions you may have on this matter.

/c



MANCHESTER CITY LIBRARY



405 Pine Street
Manchester, New Hampshire 03104
603-624-6550 x329
dvanzant@manchesternh.gov

Memo to: Alderman Mark Roy
From: Denise M. van Zanten *DvZ*
Library Director
Date: December 1, 2006
Subject: Status of vacancy savings
cc: Library Board of Trustees

Dear Alderman Roy:

As requested under new business at the Board of Mayor and Aldermen meeting on November 28th I wish to inform you that the Manchester City Library Department currently has the following vacancies:

- Librarian I (originally requested March 2006 and again in September 2006)
- Library Clerk I
- Deputy Library Director
- Administrative Assistant III
- Library Page (PT)

On September 28th, 2006 the Chair of the Manchester City Library Board of Trustees, Joanne Barrett, and I e-mailed a formal request to Mayor Guinta asking for four of the five positions to be filled immediately. The positions requested were Librarian I, Library Clerk I, Administrative Assistant III and the Library Page. After various correspondence over the two month period, confirming that the Library had the funds to fill these needed positions in our current budget, Mayor Guinta gave us permission on November 27th, 2006 to fill two of the four positions: Administrative Assistant III and the Library Page. The hiring process for these positions is already underway.

Due to these vacancies we currently have a surplus of \$59,820.95 in the library department's salary line. I need to fill all vacancies so that I can continue to maintain and improve library services. Library staff, especially at our Main Library, has been stretched covering the workload of four vacant full-time positions. The Librarian I position is assigned to our Technical Services division which is trying very hard to keep up with adding new materials. These positions include time spent at public service desks, which has a direct impact on front line service to library users.

The library department is also expecting a retirement of a long-term librarian in our Children's Department in March of 2007, which will result in an approximate \$30,000 payment for unused leave time. Thus, I do not expect there to be any "savings" from library vacancies in Fiscal Year 2007. Our request to fill this upcoming vacancy has been sent to Mayor Guinta today. Feel free to contact me via e-mail if you should have further questions regarding the Library Department's current vacancies.

VanZanten, Denise

From: Johnson, Carol
Sent: Wednesday, November 29, 2006 2:57 PM
To: DEPT_HEADS
Cc: Thomas, Sean; Sheppard, Kevin; Normand, Matthew; Ohlund, Glen; SIMMONS, GARY; Leidemer, Glenn
Subject: Alderman Roy

Alderman Roy has requested reports or any pertinent information be submitted by next week for the December 5 meeting as follows:

Payments on Riverfront Development

Jac-Pac, RFP, Income

Granite Street Budget, Schedule

Crime Prevention Measures including
K-9 specifically policy on drug dogs
Manpower
Special Reserves
National Advertising

Net Team Results/Recommendations

Status of Vacancy Savings

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

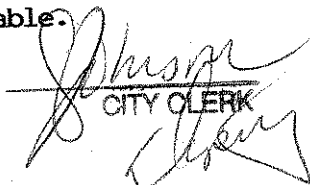
IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

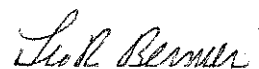
ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.


CITY CLERK

Respectfully submitted,



Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. “Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

DEVINE
MILLIMET

ATTORNEYS AT LAW

By Hand Delivery

SUSAN V. DUPREY
603.695.8505
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk
One City Hall
Manchester, NH 03101-2097

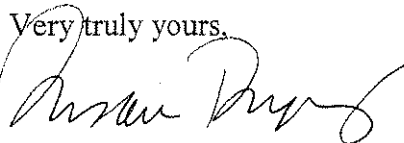
RE: *GFI Gold Street, LLC - Petition for Rezoning*

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,


Susan V. Duprey

SVD:ml

Enclosures

J:\WDOX\DOCS\CLIENTS\16717\76570\M0875840.DOC

July 11, 2006.

In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor


City Clerk

STATE OF NEW HAMPSHIRE
CITY OF MANCHESTER

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone.

Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

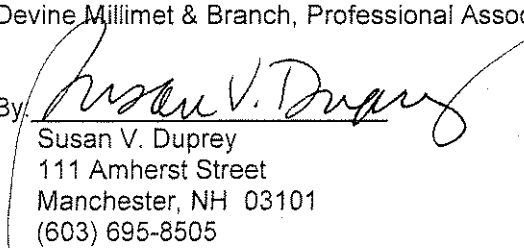
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

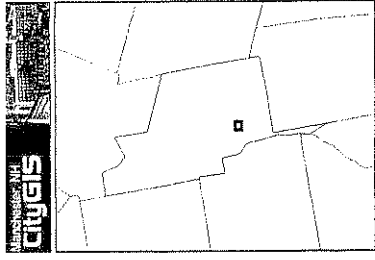
Respectfully submitted,

GFI Gold Street, LLC
By its Attorneys,
Devine Millimet & Branch, Professional Association

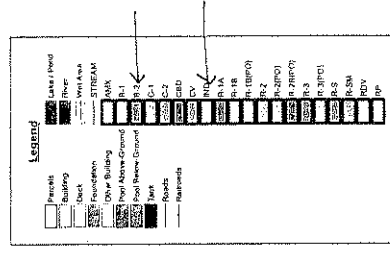
By


Susan V. Duprey
111 Amherst Street
Manchester, NH 03101
(603) 695-8505

Dated: June 19, 2006

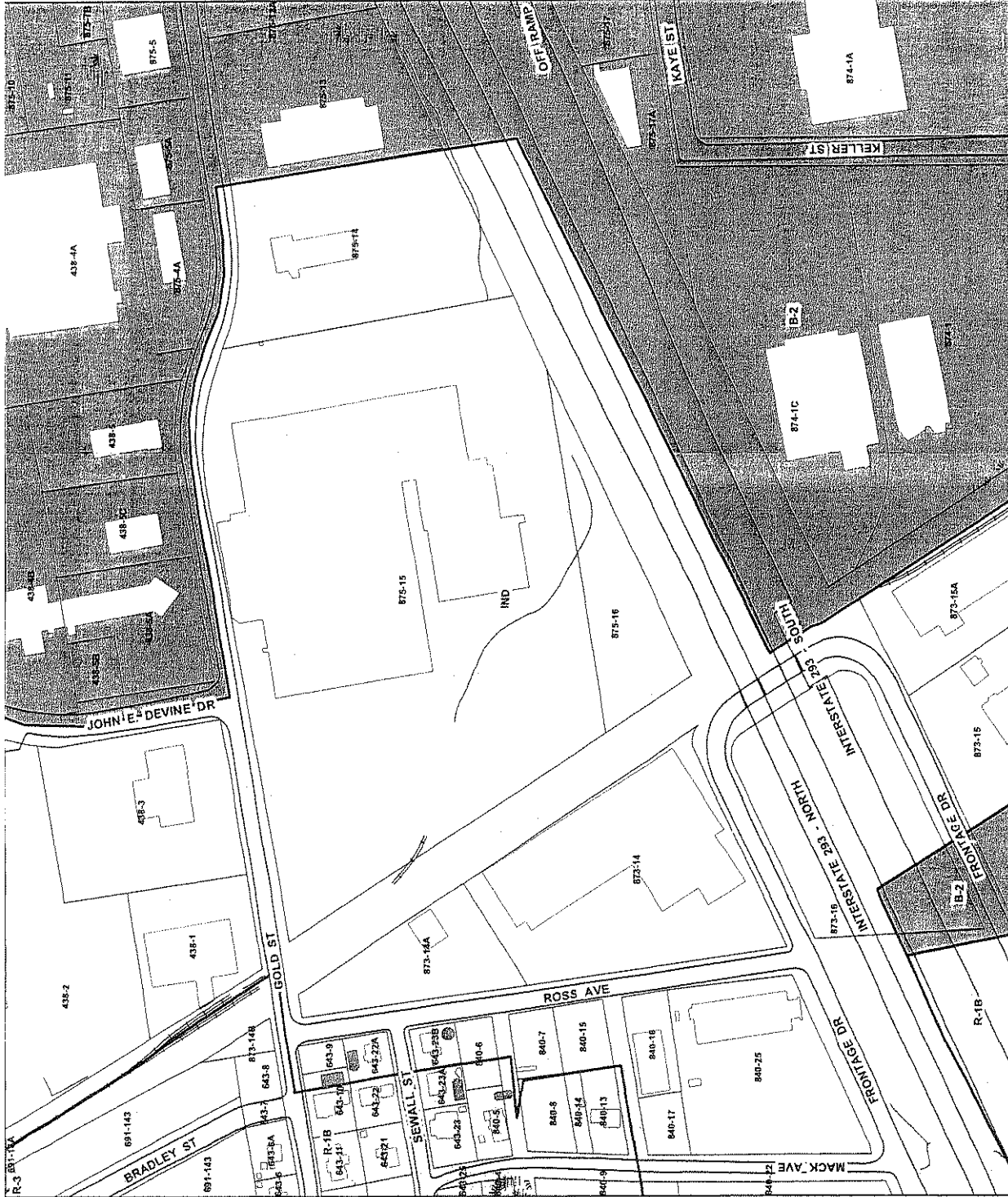


Aerial Map Showing Extent Of Map At Left



DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc., appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any purpose. The City is not responsible for any errors or omissions, or for any consequences arising from the use or misuse of this information. The official public records from which this information was compiled are kept in the City of Manchester, County and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



City of Manchester, New Hampshire - CityGIS Map Print

Exhibit C

Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan # _____, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South $9^{\circ} 17' 43''$ East, a distance of 80.15 feet to a concrete bound found; thence
2. South $09^{\circ} 76' 53''$ East, a distance of 488.15 feet by the westerly side of Lot 875-14; to an iron pipe at the southeasterly corner of the lot; thence
3. South $64^{\circ} 53' 52''$ West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South $82^{\circ} 28' 33''$ West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North $32^{\circ} 51' 25''$ West, a distance of 21.90 feet to an iron pipe; thence
6. North $08^{\circ} 01' 16''$ West, a distance of 19.62 feet to an iron pipe; thence
7. North $32^{\circ} 51' 25''$ West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North $80^{\circ} 33' 28''$ East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North $80^{\circ} 16' 28''$ East, a distance of 586.18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

Legal Description for Lot 875-16, located on Gold Street, Manchester:

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North $32^{\circ} 51' 25''$ West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South $82^{\circ} 28'$ East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South $64^{\circ} 53' 52''$ West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company
Mrs. Georgette Ashkar, Managing Member
8160 East Quincy Avenue
Cherry Hills Village, CO 80111
(303) 796-8128

Mr. John Ashkar
29 Fairmount Drive
Danbury, CT 06811
(203) 792-4963
JUN 20 12:21

June 19, 2006

The Board of Mayor and Aldermen
of the City of Manchester
One City Hall
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability
Company


By: Georgette Ashkar, Managing Member


By: John Ashkar

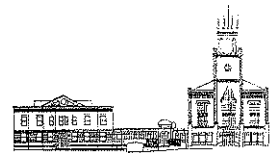


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

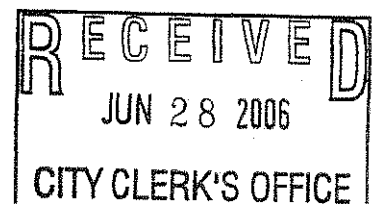
I will be available for any questions that the Board may have.

Sincerely,



Robert S. MacKenzie, AICP
Planning Director

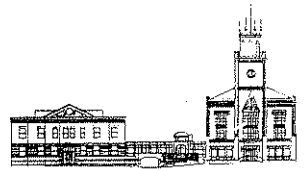
C: Planning Board
Office of the City Solicitor
Building Department
Economic Development Office
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

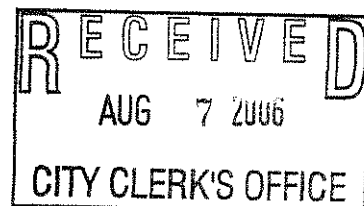
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,


Paul J. Borek
Economic Development Director



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table

Respectfully submitted,

L. R. Bernier

Clerk of Committee

[Signature]
CITY CLERK
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Milliard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Rezoning of Diocese Property behind Gold Street

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

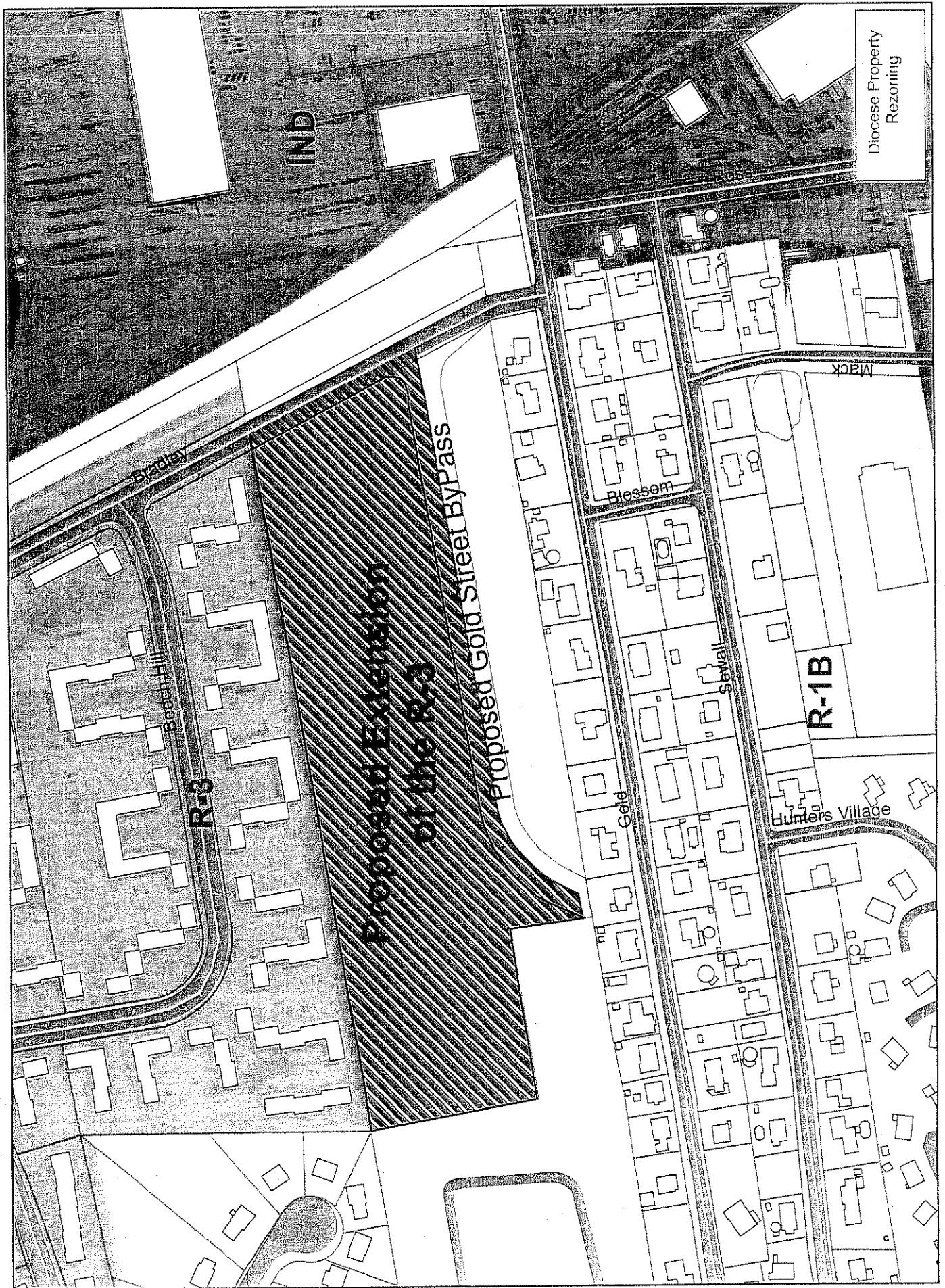
If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP
Director of Planning & Community Development

C: Planning Board
Building Department
Brad Cook
Tom Arnold
Paul Borek

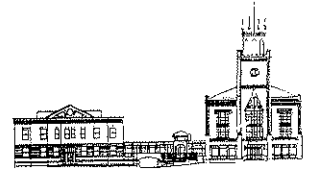
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

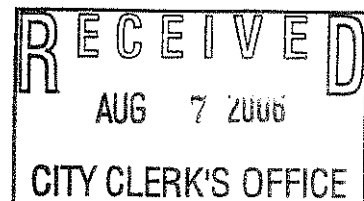
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

22



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

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NOV 20 2006

MAYOR'S OFFICE

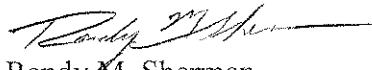
November 20, 2006

Mayor Frank C. Guinta
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Guinta,

Per our conversation, please be advised that Kevin Clougherty's final payout was approximately \$66,000.00. The Finance Department does not have sufficient funds budgeted to fully cover these costs. In order to provide funding for a full complement, I am requesting \$50,000.00 be held in Contingency in the event that we are unable to absorb this amount by year-end.

Sincerely,


Randy M. Sherman
Finance Officer

IN BOARD OF MAYOR & ALDERMEN

DATE: November 28, 2006

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Duval

VOTED TO table.


CITY CLERK

